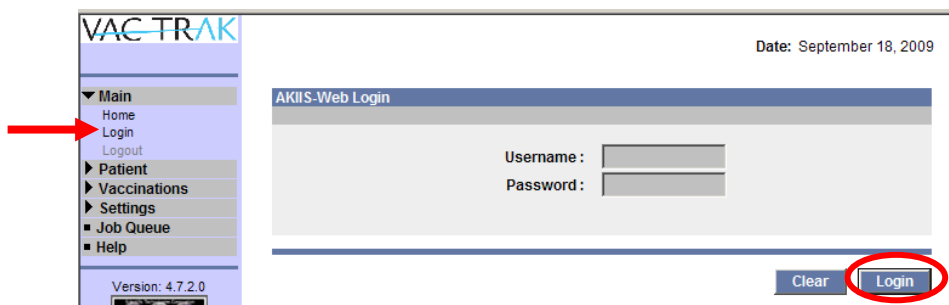


VacTrAK H1N1 User Guide

FIRST TIME LOGIN INSTRUCTIONS

1. Open the VacTrAK webpage found at: www.vactrak.alaska.gov
2. On the left-hand menu under the Main heading, click **Login**. Enter your VacTrAK user name and password in the appropriate fields. Click the **Login** button at the bottom right.



VAC TRAK

Date: September 18, 2009

▼ Main
Home
Login
Logout
► Patient
► Vaccinations
► Settings
■ Job Queue
■ Help

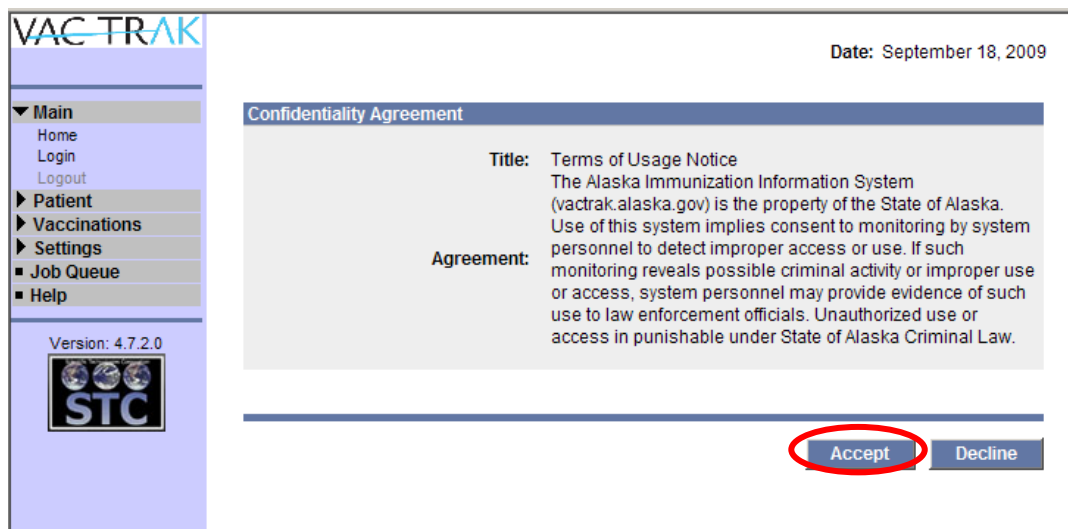
Version: 4.7.2.0

AKIIS-Web Login

Username :
Password :

Clear Login

3. On your first login into VacTrAK, the confidentiality agreement will appear. Please read over and click the **Accept** button in the bottom right.



VAC TRAK

Date: September 18, 2009

▼ Main
Home
Login
Logout
► Patient
► Vaccinations
► Settings
■ Job Queue
■ Help

Version: 4.7.2.0

STC

Confidentiality Agreement

Title: Terms of Usage Notice
The Alaska Immunization Information System (vactrak.alaska.gov) is the property of the State of Alaska. Use of this system implies consent to monitoring by system personnel to detect improper access or use. If such monitoring reveals possible criminal activity or improper use or access, system personnel may provide evidence of such use to law enforcement officials. Unauthorized use or access is punishable under State of Alaska Criminal Law.

Agreement:

Accept Decline

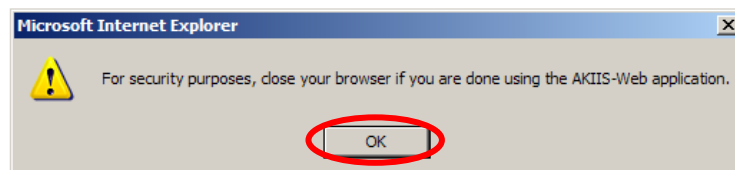
- You will be prompted to change your password from temporary password provided by the State of Alaska to a new password of your choosing on your first login. Your new password must be at least 4 characters in length and include both a letter and a number. Type in your current and new passwords into the appropriate fields and click the **Submit** button in the bottom right.

The screenshot shows the VacTrAK web application interface. On the left is a navigation menu with a 'Main' section containing 'Home', 'Login', and 'Logout'. Below 'Main' are sections for 'Patient', 'Vaccinations', 'Settings', 'Job Queue', and 'Help'. The 'Main' section is expanded, and 'Logout' is highlighted with a red arrow. The main content area displays 'Logged in: TEST USER' and 'Date: September 18, 2009'. A red message states 'Your password has expired, please change it below'. Below this is a 'Change Password' form with three fields: 'Current Password:', 'New Password:', and 'New Password (again):'. Each field contains a series of dots representing masked text. At the bottom right of the form are two buttons: 'Reset' and 'Submit'. The 'Submit' button is circled in red.

- You will be directed to log out of VacTrAK for your new password to activate. On the left hand menu under the Main heading click **Logout**.

The screenshot shows the VacTrAK web application interface after a successful password change. The main content area displays 'Logged in: TEST USER' and 'Date: September 18, 2009'. A message states 'Password changed successfully. Please logout and then log back in to continue.' The left navigation menu is the same as in the previous screenshot, but the 'Logout' link under the 'Main' section is now highlighted with a red arrow.

- You will receive a pop-up window reminding you to close your web browser if done using VacTrAK. Click OK.



7. Return to the VacTrAK webpage. On the left-hand menu under the Main heading, click **Login**. Enter your VacTrAK user name and password in the appropriate fields. Click the **Login** button at the bottom right.

VAC TRAK

Date: September 18, 2009

AKIIS-Web Login

Username : user2

Password :

Clear Login

Version: 4.7.2.0

8. Congratulations you are now logged into VacTrAK! This is the screen you will be directed to on all subsequent VacTrAK logins.

logout when you are done using the AKIIS-Web application.' and 'Make sure you close your browser.' Below this, it says 'Use the menu on the left to access the application options.' and a footer note: 'This site is used exclusively for access to AKIIS-Web by AKIIS enrolled users.' The top right corner shows the date 'September 18, 2009' and the top left corner shows the version '4.7.2.0'."/>

VAC TRAK

Logged in: TEST USER Date: September 18, 2009

AKIIS-Web

Access Granted

Welcome TEST USER.

- Make sure to [logout](#) when you are done using the AKIIS-Web application.
- Make sure you close your browser.

Use the menu on the left to access the application options.

This site is used exclusively for access to AKIIS-Web by AKIIS enrolled users.

Version: 4.7.2.0